



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday February 7, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Graves
2. Pledge of Allegiance – Led by President Graves
3. Roll Call – All present with the exception of Director Leete and Director Pease

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for January 17, 2018.
2. Approve Register of District Invoices.
3. Approve the Parks and Recreation Event Calendar for 2018.
4. Approve the Team Building Workshop for Town Management.
5. Approve Agency Comment Request – Development Plan Application – DP18-3003 – Lot Merger 3961 Lighthouse Place and 3957 Lighthouse Place.

Motion by: Director Steele to approve the Consent Calendar.

Second by: Vice-President Mayer

Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Steele NOES: 0, ABSENT: 2 – Director Leete, Director Pease.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – Moved to the February 21, 2018 Regular Board Meeting.
2. Sheriff's Office Report - Crime Prevention Specialist Fontenot – Provided the details of the Sheriff Report regarding the reported activity for January 2018.
3. CHP Report - Officer Thomas provided an update for the month of January regarding the DUI arrests, Hit and Run, and citations. There was discussion regarding the location of the hit and run.

E. LIAISON REPORTS

None

F. PRESENTATIONS

None

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action regarding the Community Center Swimming Pool and Equipment Shed. Parks and Landscape Manager Miller – Provided the details regarding the repairs of the Community Center Swimming Pool. Staff is seeking approval of the funding for the repairs to the Community Center Pool and for removal and replacement of the Equipment Shed. There was discussion regarding the total budget.

General Manager Davies – Clarified that staff cannot move forward with the Community Center Swimming Pool repairs without going to an RFP due to the project being over \$100,000.00. There was discussion regarding the scope of the work for the repairs to the Community Center Pool and the installation of the Equipment Shed. The discussion continued regarding the permit process and the start date of the project to be in September.

Legal Counsel Attebery – Explained that there was not a formal RFP which should include a Publication and Bid Package Proposal.

Motion by: President Graves to recommend staff to move forward with an RFP and obtain bids on the Project.

Second by: Vice-President Mayer

There was discussion regarding the necessary improvements to the Community Center Pool.

Legal Counsel Attebery – Stated that the RFP be drafted; with all of the elements for the project to avoid any misunderstanding of the needed improvements along with a contingency for additional work that may come out of the process.

Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Steele, NOES: 0, ABSENT: Director Leete, Director Pease

2. Discussion and Possible Action regarding the Acceptance of Fee Waivers approved by the General Manager for the following 2018 Program, Activities, and Events.

Recreation Programs Supervisor Kaiser – Provided the details of the 2018 Program, Activities, and Event Fee Waivers. There was discussion regarding the dollar amount waived, the ongoing programs, and the option to waive fees (with final approval from the Board).

Motion by: Vice-President Mayer to accept the Fee Waivers approved by the General Manager for the following 2018 Program, Activities, and Events.

Second by: Director Steele

Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Steele, NOES: 0, ABSENT: Director Leete, Director Pease

3. Discussion and Possible Action regarding Stantec's Revised Proposal to Prepare an Operations and Maintenance Manual for Wastewater Treatment Plants 1 and 2.

General Manager Davies – Provided the details of the revised proposal which addresses important concerns from the Board. There was discussion regarding concerns of the Board for the Operations and Maintenance Manual (all of the items have been addressed) and a presentation from Stantec does not need to take place due to the fact that the conditions have been met. The discussion continued regarding contingencies for the project and the option on the table for the SCADA System Programming for the IOM Links, staff is not asking for approval, however, that is in the overall project (should the Board decide to re-negotiate at a later time at an additional cost).

Motion by: Director Steele to approve Stantec's revised proposal for the preparation of an Operation and Maintenance Manual for Wastewater Treatment Plants 1 and 2 and sewage conveyance pump stations; and authorize the General Manager to execute all documents related thereto in an amount not to exceed an overrun project cost of \$200,000.00.

Second by: Vice-President Mayer

Public Comment Regarding:

- RFP for the Project.

Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Steele, NOES: 0, ABSENT: Director Leete, Director Pease

H. MANAGER'S REPORT

None

I. INFORMATIONAL ITEMS ONLY

None

J. DIRECTORS' REPORTS

1. Standing Committee Reports

Director Steele – Provided the details regarding the Communications Committee meeting regarding the discussion related to the Town 20th Anniversary.

President Graves – Provided the details regarding the State of the Town Gala; a well done event, important for the Board to be a part of the Community, all Board Members were in attendance, and also thanked the Chamber of Commerce for holding the event.

Vice-President Mayer – Provided the details of the ECCFPD meeting regarding the highlights; midterm budget, staffing, the Bylaws, and the meeting date change to May 14, 2018.

There was discussion regarding the ECCFPD Special Election.

President Graves – Provided the details of the District 3 All MAC (Municipal Advisory Council) meeting regarding attendance by Knightsen, Byron, Byron Bethany, and the Town of Discovery Bay; items discussed were the Transient Tax and how the County will be addressing.

2. Other Reportable Items

None

K. GENERAL MANAGER'S REPORT

None

L. CORRESPONDENCE RECEIVED

1. Received Byron Municipal Advisory Council meeting minutes for November 28, 2017.

2. Received Contra Costa County Board of Supervisors Notice of a Public Hearing regarding Zoning Text Amendment on February 6, 2018.

3. Received Contra Costa County Aviation Advisory meeting minutes for November 9, 2017.

4. Received Contra Costa County Aviation Advisory meeting minutes for January 11, 2018.

M. FUTURE AGENDA ITEMS

None

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – Based on the attendance the Closed Session items O-1,O-2, and O-3 will be moved to the February 21, 2018 Board Meeting.

O. CLOSED SESSION:

1. Public Employee Performance Evaluation pursuant to Government Code 54957 (Position: General Manager)

2. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency Designated Representative: Kevin Graves/Rod Attebery

Unrepresented Employee: General Manager

3. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)

One potential Case

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

N/A

Q. ADJOURNMENT

1. The meeting adjourned to the next regular meeting of February 21, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 02-09-18

<http://www.todb.ca.gov/agendas-minutes>